

**IOWAccess Advisory Council Meeting  
Minutes of November 9, 2005**

**F i n a l**

Present: Sheila Castaneda, Quent Boyken, Glen Dickinson, Tom Gronstal, Kelly Hayworth\*, Vicki Lensing, Larry Lentz, Mary Maloney\*, David Redlawsk\*, Tina Schmidt, Herb Strentz, Marsha Ternus, Miriam Ubben

Absent: Bob Brunkhorst, Barb Corson, Jeff Danielson, Dick Neri

Guests: John Gillispie, Mark Uhrin, Tom Shepherd, Denise Sturm, David Werning (DIA), Rachelle Little (Iowa Interactive), Carolyn Hack (DNR), Pat Deluhery (DAS), Steve Ford (IDOM), Karen Hudson (IEDCB), Sharon Wright (IECDB), Steve Adamson, Bill Adamowski, Kit Krogmeier (DAS, recorder)

\* participated in the meeting by phone

Council Chair, Sheila Castaneda, opened the meeting at 1:05 PM and welcomed Larry Lentz as a new member to the IOWAccess Advisory Council. Larry manages IT Infrastructure projects for the Federal government at the Arsenal in Davenport. The other members introduced themselves and stated which demographic group they represented on the Council.

1. Approve Minutes – Herb Strentz moved approval of the September 15 meeting minutes. Miriam Ubben seconded the motion. An oral vote was taken, approving the minutes as written.
2. Update on Technology Governance Board (TGB) and IOWAccess RFP – John Gillispie stated that the Technology Governance Board (TGB) would hold its third meeting on November 10. He said there was a conflict in that TGB meetings are open to the public, but that the RFP's which they review are suppose to be confidential. John indicated they are working on how to handle this.

John explained that Iowa Interactive is the current vendor for the IOWAccess contract to provide static web page support for state agencies. Iowa Interactive also develops applications as assigned by ITE. Their contract is set up so they receive a percentage of revenue from the sale of DMV records, from the renewal of Commercial and Professional licenses and from campground reservations. Iowa Interactive's contract will expire soon. The IOWAccess RFP was let a few weeks ago, and five vendors responded to it. However, the RFP was recalled to add some requirements. Responses to the amended IOWAccess RFP are due November 14. Bids will then be reviewed and scored. The entire contract process must be completed no later than March 31, 2006, at which time all services must be transitioned from Iowa Interactive to the potential new vendor.

John announced that DAS was hosting the first Public CIO Forum on Friday, November 18, at the Airport Holiday Inn. The purpose of the forum is to establish cooperation and

collaboration at all levels of government in Iowa. Rich Varn, the keynote speaker, will discuss e-government; Gerry Wethington will address Homeland Security/Justice and Public Safety Programs; Clint Brown will talk about Geographic Information Systems (GIS); John Gillispie will talk about IOWAccess. The Council discussed whether they should try to have their new brochure on funding opportunities ready for distribution at the Summit. It was decided that, although Summit participants might be interested in IOWAccess, the funding brochure would not provide the type of information participants need about the program. John emphasized he would discuss IOWAccess at the Summit, and he invited Council members to attend. Some members noted that they plan to attend the Summit.

Herb mentioned that the Patriot Act and the Communications Assistance for Law Enforcement Act (CALEA) will have a financial impact on higher education. John agreed that this could be extensive, but that the final rules have not been passed.

3. Food Inspections Online – David Werning, Public Information Officer for the Department of Inspections and Appeals, addressed the Council and stated that the Food Inspections Online application is now available at <http://foodandlodgingreports.iowa.gov/>. He gave the Council a tour of the site and said that earlier in the day, DIA had sent a news release to the media. As of 9 AM that morning, the site had had over 22,000 page views. The website will be home to inspection reports for more than 20,000 food establishments in Iowa. The department inspects about 5,000 establishments and contracts with health departments to do the rest. The website also allows people to file a complaint after visiting a restaurant.

This project was two years in the making. Inspectors are submitting reports via tablets in the field, and the information is immediately available to the public. Although the inspection reports are now available online, the licensing part of the application still needs to be completed. David Redlawsk, who was participating by phone, tried the website from his location. He received an error message while trying to view a report. Mark Uhrin acknowledged there are some bugs and that staff are working to resolve these.

David Werning thanked the Council for funding this project, and he complimented ITE on a job well done. Although Los Angeles County was the first to put this type of report online, Iowa is the first state to do so. The Council would like to see Iowa toot its horn a little more. Herb stated that, even though the media is invited, they have never attended a meeting.

4. Update on 28E Project – Mark Uhrin asked the Council for an additional \$53,000 to complete the 28E project. The Council initially approved \$120,660 for the project. Of this amount \$26,000 was designated for ITE to spend 300 hours to develop the online application and \$3,000 for hosting fees. The remainder was used by ISU to survey local governments about their 28E agreements, to analyze these agreements and prepare field reports, to scan the agreements into a database, and to map the data. ISU's component is now completed, but work still needs to be done to develop the application. Mark reminded the Council that the estimate of 300 hours to write the application was given under the old estimation method. Now that they have fully scoped the project, ITE feels it will take closer to 900 hours to complete it. Originally they planned to build 3 screens for the application. This has been increased to 16 screens.

Marsha questioned why ISU was involved in this project and why it cost so much to scan the documents and map the data. Mark replied that ISU brought the project to ITE, that is was their concept. He explained that much of ISU's work involved the survey and resulting reports. ISU will have no ongoing involvement with the project. Instead, the Secretary of State will continue scanning documents into the system and maintain the index.

The Council discussed the costs of the work done so far and questioned whether they fully understood what they were initially funding. Herb thought the project was intended to encourage consolidation of services. Marsha Ternus asked if the system would include every 28E agreement. Mark said it only includes agreements that have been filed with the Secretary of State. Mary Maloney commented that the project was a step in the right direction and that it would be valuable to counties. The Council also felt the League of Cities would want to promote this website.

Miriam Ubben remarked that this is simply a document management application that could be purchased off the shelf for less money. She moved that we look for an off-the-shelf document management product with the goal of reducing costs. John said that ITE would have to issue an RFP for anything over \$50,000. In addition to delaying the completion of the project, he indicated it would also involve billable staff time to prepare and manage the RFP. The motion failed for lack of a second. Marsha Ternus moved that the Council approve \$53,000 to complete the 28E project. Herb seconded the motion. An oral vote was taken, yielding one opposing vote (Miriam Ubben). Sheila stated that, in the future, the Council should ask more questions about the project to clearly understand what they are funding and that they should consider using off-the-shelf solutions.

5. Finance Report, Preliminary FY 2006 Budget – (Because Denise Sturm had a conflicting meeting, she presented the finance report at this time.) Denise Sturm distributed copies of and reviewed the September finance statement for the IOWAccess fund. She stated that the \$1 million appropriation has been collected in full and that we have received interest on this appropriation. Quent noted that the total listed for work done by ITE on projects in September did not tie to the amount recorded on the summary page. Denise acknowledged the error and said a corrected report would be sent to the Council.

Quent noted that the Finance Report seemed to show expenditures in excess of the amount approved for some projects. He stated that the Council had previously approved a process for dealing with excess expenditures, and he questioned why these procedures were not being followed. John Gillispie said there appeared to be some discrepancies on the report. For example, the report showed that the Interactive Phonebook project went over budget when, in reality, it had not gone over budget. John said the project expenditures would be reviewed. Tom Shepherd noted that some discrepancies could result from the fact that the budget is kept according to fiscal year, whereas the ITE's expenses span the fiscal year. Larry asked if ITE does forecasting and/or trending so the Council knows what to expect. Denise affirmed that DAS Finance does this. Sheila noted that the \$250,000 expense for the Technology Governance Board was written into the law. There was discussion on whether the Council should ask for a larger appropriation. John indicated the IOWAccess Offer, submitted to the

Department of Management, was for \$2 million which is double the current appropriation. Herb recommended a subcommittee get together with Denise to review the financial report. Sheila asked that all Council members review the report but that Herb, Quent and Miriam take a special interest in the next report presented to the Council.

6. Demo on Campground Reservation System – Rachele Little, Director of Marketing for Iowa Interactive, and Carolyn Hack (DNR) gave a presentation on the Centralized Reservation System for Iowa State Parks, Recreation Areas and State Forest Campgrounds. The online application will allow customers to reserve cabins and campgrounds online. Customers will be able to search for services by park, county, unit type, available date or campground site options. All user interfaces for the application are completed. Pictures of all the sites have been taken and interactive maps created. Users will be able to pan and zoom into the map and view a color photograph of the site. The application will also maintain a customer's campground history and provide usage metrics for DNR. Half of the campground sites can be reserved online while the other half will still be available on a first come, first serve basis. The application was built for Iowa State parks, and we may be the first state to have this kind system. Focus groups that have seen the application are reacting quite favorably. Iowa counties and cities are showing interest in the system and may be added later.

Carolyn thanked the Council for providing \$15,000 for the photographic services. Focus groups that have previewed the application are thrilled to be able to see the actual campground or cabin.

7. County Budget Electronic Download – Steve Ford, Iowa Department of Management (IDOM), announced they have completed the Planning Phase for this project, and IDOM needs \$35,000 to proceed with the Execution Phase. IDOM is responsible for certifying budgets for 365 schools and 947 cities. This application would provide a file transfer capability within the DOM website that would allow cities and schools to submit annual budgets electronically. The site would verify the file is appropriate, notify the county auditor of receipt of the file, provide the county auditor with a record of timely submittal, and provide proof of submittal to cities/schools. Once submitted, authorized users would be able to open the budget and correct errors. DOM would then be notified when the budget is available for processing. The site would provide a single point for all county auditors to receive, view and edit required documents. The site could also serve as a model for future submittal of required forms from local governments, businesses or residents.

Miriam said this sounded like a document management system, and Mark Uhrin confirmed her statement. Miriam asked why we need to develop a customized application when we could possibly purchase a less expensive, off-the-shelf solution. She had asked Steve Adamson from DocuMass to address the Council on document management solutions. Steve said these products range in price from \$20,000 to \$100,000. They provide file collaboration and can include authentication modules. He estimated ITE could purchase a product for around \$20,000 to manage the IDOM project. In addition to the software purchase, there would be consulting fees in the range of \$75-\$85 hour. Although this could be a cost-savings, the Council concluded it might not be that much less than having ITE develop a customized website. Quent Boyken moved that the Council approve \$35,000 to have ITE

develop the Local Budgets project. Tom Gronstal seconded the motion. A voice vote was taken and the motion was unanimously approved.

8. Lobbyist/Client Tracking System and Personal Financial Disclosures – Karen Hudson and Sharon Wright (IECDB) addressed the Council to request \$170,100 for the Execution Phase of the Lobbyist/Client Tracking System. This system would allow an individual to register as a lobbyist or cancel their registration; submit quarterly and annual reports; audit documents for timeliness and completeness; and correlate information between information submitted by the lobbyist and by their client. In addition, the system would provide a number of ways for the public to view lobbyist data.

Karen and Sharon also requested \$75,000 for the Execution Phase of the Personal Financial Disclosures system. This system would allow the public and community users to file required financial statement online and electronically; to access the system without a secured login; and to provide an interface for IECDB staff to upload and monitor public submittals, handle delinquent filing, assign penalties, amend and update public files and delete filings if necessary.

Currently data is manually entered into spreadsheets for both systems and posted to their website. The process takes hours to complete. Once the data is entered, it is available to view online. Any corrections also need to be handled manually. There are also issues with coordinating calendars and filing deadlines.

David Redlawsk stated that Campaign Filing seemed important, but he asked who would benefit from the Lobbyist/Client Tracking application. Karen and Sharon responded that the application would cover requirements for the Executive Branch only and would be used by 516 lobbyists, 513 clients, the media and other interested parties. The Council discussed the high cost of developing these applications versus the limited group of people they would benefit. Miriam suggested that the Council consider an off-the-shelf product which would cost less. Larry Lentz asked if ITE had any development standards that needed to be considered, such as 508 compliance. Mark Uhrin said, no. Herb supported looking at an off-the-shelf product, because of the time it takes to develop the applications. Tom Gronstal felt the request for funding needed to be addressed first. Tom Gronstal moved that the IOWAccess Advisory Council fund both proposals. Quent Boyken seconded the motion. The motion failed: Mary Maloney, David Redlawsk and Tom Gronstal voted in favor; Sheila Castaneda, Quent Boyken, Glen Dickinson, Kelly Hayworth, Vicki Lensing, Larry Lentz, Tina Schmidt, Herb Strentz, Marsha Ternus, Miriam Ubben voted against the motion.

Miriam Ubben moved that the IOWAccess Advisory Council create an RFP for this project. Marsha Ternus seconded the motion. The Council discussed whether it was their role to put an RFP out to bid or if that should be done by the agency. An oral vote was taken. Miriam Ubben voted in favor of the motion. All other members voted against the motion.

9. Online Vendor Information and Bid Opportunities – Debbie O’Leary (DAS) asked the Council for \$3,000 to host the website for the advertisement of requests for bids or proposals for state procurements. The purpose of this project is to ensure vendors, service providers and other interested individual and groups can easily and fairly access all requirements for bids and proposals issued by Iowa state government. Vicki Lensing moved the Council fund this request for \$3,000 to host the website. Miriam Ubben seconded the motion which passed unanimously.

In closing the meeting:

- Sheila expressed concern that several projects seem to be delayed or put on hold by the requesting agency. Some of these projects were approved one to two years ago and are still in the Planning Stage. She asked Mark to contact the agencies to ascertain their readiness to move forward. At the next meeting, Sheila would like to discuss how to deal with these projects.
- Sheila would like to discuss the IOWAccess funding brochure at the beginning of the next meeting.
- Sheila asked ITE to update the monthly status report, correcting dollar amounts and project statuses.

Herb Strentz moved adjournment. Larry seconded the motion which passed unanimously.

Council adjourned at 3:40 PM.